



FY 06 EMERGING LEADERS PROGRAM

Leadership/Management Book Review “Overview”

Dates	Who	What
	Fellow	Select and read book
	Fellow	Develop outline, draft, revise, proofread and finalize your paper
Due 14 Oct 05	Fellow	Forward your final book review to Phil Evans (pievans@opm.gov)

The review of leadership/managerial literature is designed to actively involve the Emerging Leaders Program participants in broadening their knowledge in the fields of leadership and management development. The major objectives of this Emerging Leaders Program component include:

- Enhancing each participant’s sensitivity to leadership/management environment issues, trends, and leadership/management concepts that may impact effectiveness as leaders, managers and supervisors and strengthening analytical skills
- Providing a broader perspective of organizational cultures, dynamics, and climate.

The book review should include the following information:

- Book title, author’s name, publisher, and publication date;
- Major leadership/management concepts discussed; and
- A discussion of the significance of the book’s concepts and applications to your work/life experience and learning.

The Leadership/Management Book Review should be a minimum of 1 and a maximum of 2 typewritten pages. Please be advised that reviews that do not contain all of the information listed above are considered incomplete.

Submit Leadership/Management Book Review to Phil Evans, OPM, NLT 14 Oct 05. Do not forward Book Review to your Consultant.

****Remember – Reading is one of the cheapest and easiest ways to learn new ideas, models, and/or concepts concerning leadership, management, teams, culture, change, personality, human behavior and development, interpersonal skills, conflict resolution skills, communication, creativity, innovation, leveraging diversity, political savvy, motivation, rewards/recognition, etc.**